



## *Advanced Microbiology Specimen Collection and Culture Workup*

There are several ways to participate in the teleconference. The only technical requirement for this program is a telephone, preferably a speakerphone. Participants must call into the teleconference toll-free number at the appropriate time. Participants can follow the speakers' presentation with copies of lecture handouts. To enhance the teleconference experience, the speakers' presentation can also be viewed on a computer screen or projected using an LCD projector connected to a computer.

### **Telephone Connection:**

A telephone, preferably a speaker phone, is required to participate in this conference. Participants must call the toll-free number listed below. Please use one phone line per site.

### ***Session II:***

**Call Date:** January 11, 2005 (*Tuesday*)

**Call Time:** Dial in 12:45-1:00PM (*ET*), the program begins promptly at 1:00PM (*ET*)

**Toll-Free Number:** 888-322-8117

**Passcode:** SPECIMEN COLLECTION

**Duration:** 1 hr 30 mins

**Leader:** Ms. Patricia Dostert

### **Course Materials:**

#### ***Before the teleconference***

1. Print speaker handouts and duplicate for participants. Site representatives can access course handouts and references by logging on to:  
<http://www.phppo.cdc.gov/nltn/NPHTCS/amscw2.aspx>
2. To enhance the teleconference:
  - a. Use a speakerphone.
  - b. Load the speaker's PowerPoint presentation onto a computer connected to a LCD projector, if available.

#### ***On the Day of the teleconference***

1. Participants are encouraged to dial in early, it may take a few minutes for the connection to become active.
2. The toll-free dial-in number will become active at 12:45 PM (ET).
3. Please use one phone line per site.
4. The operator will ask for the leader's name, passcode, the type of laboratory; either public health or clinical, state and the number of participants at the site.
5. The teleconference will begin promptly at 1:00 PM (ET).
6. To enhance the teleconference synchronize the PowerPoint handout displayed on your computer with the teleconference.
7. If time permits, a 15-minute question and answer session will end the program. The operator will instruct participants to:
  - a. Dial \*1 with a question
  - b. Dial \*2 to withdraw a question.
  - c. The operator will use your first name only to introduce the question.
  - d. When asking a question, please do not provide personal information.

# INSTRUCTIONS

## **After the teleconference:**

An online system will be used to process course evaluations and distribute CEU certificates. This process requires access to the World Wide Web. A valid email address is also required, a personal email account is not necessary. For individuals without a personal email address, a valid laboratory or institutional email address is acceptable. The evaluation/CEU URL will be available at the conclusion of the conference and will be available until January 28, 2005.

***Please note: NLTN and PHTN will not fax, mail or email CEU certificates.***

## **To obtain a CEU certificate:**

1. Each participant must register and complete an evaluation form. The registration and evaluation process takes several minutes. For returning participants, the evaluation process is even shorter.
2. To register, each participant must log on to: [www.phppo.cdc.gov/phtnonline](http://www.phppo.cdc.gov/phtnonline)

Click on "New Participant" to enter demographic information.

OR

Click on "Participant Login" if returning to this website.

3. Follow the prompts through the registration and evaluation process
4. Course verification code:  
Session II: COLLECTION
5. At the end of this process each participant will be able to print a CEU certificate.
6. If participants encounter problems with this process, a help section is available on PHTN's website. It can also be found at this url address:  
<http://www.phppo.cdc.gov/phtnonline/help.asp>

## **NLTN Chicago Office**

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